



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Archives and Records Administration. Records Management.

Agency: Records Management Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	82-395	<b>RETENTION SCHEDULE TRACKING DATA</b> Beginning in 2007, this log tracks the workflow and status of retention schedule revisions from initial contact with agency through approval by the Oversight Committee on Public Records.	RETAIN permanently in agency for reference purposes.
2	84-50	<b>APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</b> This is the Records Management Division's paper copy of the records retention and disposition schedules approved by the Oversight Committee on Public Records. These are filed alphabetically by state agency or administrative entity. THIS IS A CRITICAL RECORD.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention when the agency is no longer in existence and no records are maintained in the RECORDS CENTER.